

Procedure No. 6-05
FMS REPORTS

1. Select FMS
2. Using lowercase letters: Enter your ID# under login: ____ = Enter (you must use the Lower Case)
3. Enter your password: _____ = Enter (you must use the Lower Case)
4. Wait until first screen comes on (Ignore “FMS Bulletin Board” screen) and Hit: Control F16.

MAIN MENU Screen appears

TO SELECT NON-CURRENT DATASET:

1. Hit: F11 (or Shift F1) (select dataset)
2. Tab to: Data Set year = Enter

BACK TO MAIN MENU

1. Tab to: Reporting Menu = Enter
2. Select: CSJ Standard Reports Menus = Enter
Tab to CSJ Standard Report Menu 1 or 2 = Enter
Tab to Report needed = Enter
3. At next screen type in Period # ____ (# of Month of Fiscal Year, i.e. July is #1)
Department #
Fund #
Leave at Status 3
4. Hit Enter = (en) run report
5. Exit = Hit Control F16

GO TO DISP/PRINT GENERATED REPORT = Enter

1. Wait for report to show on “your library” screen
2. Tab to the Report you generated
3. Press Enter to display report on screen

IF THE REPORT IS LONG AND YOU DO NOT NEED TO PRINT THE ENTIRE REPORT:

1. Search for page you want to review by pressing “next screen” key (PF-5)
2. After locating fund and prime information that you need:
(Tab 3 times to right side of page and to the top of page for the page number.)
To get back on left side of screen use “left arrow” key
3. Exit = Hit Control F16
4. You will back in “your library” screen to Print Out

Select F10 to print page only:

Type in Page # (start at one page ahead of the page you wish to print).

Hit Enter to Print

To EXIT OUT OF A SCREEN: Hit Control F16

Continue to Hit Control F16 to back out of FMS.